

## DRISI Termination Report Instructions

If the researcher or the task manager finds during the research process that further research efforts would be either be unproductive or unwarranted, the task manager is to request termination of the task by submitting a copy of a Termination Report in lieu of a Final Report to their Office Chief along with the task closing documents identified in the Research Closing Guidelines at [http://bit.ly/Research\\_Closing\\_Procedures](http://bit.ly/Research_Closing_Procedures).

To prepare a Termination Report, follow the outline below:

### **Title**

Indicate that this is a Termination Report, and identify the task.

### **Objectives**

List the objectives of the research task as stated in the proposal(s).

### **Objectives Achieved**

List the objectives achieved prior to termination of the task, and describe how they were met.

### **Objectives Unattained**

List the objectives not achieved at the time the task was terminated, and indicate why.

### **Accomplishments**

Inform other researchers who wish to continue or to conduct new research in the same subject area what has already been accomplished.

### **Reasons for Termination**

Indicate the reason(s) for terminating the task.

### **Expenditures**

Specify the dollar amounts expended under the following four categories: personnel, (including consultants), materials, equipment and travel.

### **Nonexpendable Equipment**

- Indicate whether any non-expendable equipment was purchased or assigned to the task.
- Identify the non-expendable equipment, when it was purchased or assigned and its purchase price or value when it was assigned to the task.
- List the current depreciated value of the equipment and how that value was determined.
- Indicate when authority was granted to purchase non-expendable equipment (for example, upon proposal approval or later, as a separate request.)